



Principal Account Clerk

Department: Countywide

Class Code: 1143

EEO Code: 26

FLSA: N

Effective: 01/06/1994

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in the recording and processing of financial and related data; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Prepares, receives, reviews, processes, researches, computes, balances, tabulates, proofs, summarizes and posts fiscal and related data to appropriate accounts for budgeting accountability; compiles routine financial reports; verifies accuracy of data in making computer entries; maintains payroll and personnel records; interprets data in accordance with policies and regulations for the purpose of coordinating and generating financial transactions and employee plans; operates accounts receivable system; generates billings, post entries and payments; inputs financial and maintenance transactions; performs arithmetical calculations concerning a wide range of fiscal documents including vouchers, requisitions, authorizations, purchase orders, audits, billing, payroll, sick leave records, etc.; monitors accounts in order to advise of availability of balances of remaining funds; may handle, collect, or process checks and monies, make refunds, prepare routine financial reports and maintain accountability through accurate record keeping; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of general accounting and bookkeeping principles and procedures; of applicable laws, regulations, policies; of word processing and financial spreadsheet applications; of mathematics as it applies to bookkeeping and accounting operations.

Working skill in maintaining detailed fiscal records and files; in preparing summary reports; in developing and maintaining effective working relationships with County personnel and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma including courses in accounting and two years of experience in accounting/bookkeeping work; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
